



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

VOC REHAB COUNSELOR CERTIFIED I

Job Number: 20001046

Job Code: 47260V161016

Job Group: 4700 - VOCATIONAL REHABILITATION

Job Established: 08/16/2005

Job Revised: 10/16/2016

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

As a Certified Rehabilitation Counselor (CRC) demonstrates proficiency in providing rehabilitation counseling and caseload management oversight for persons with disabilities seeking gainful employment. Functions under limited supervision as a vocational rehabilitation counselor to insure consumers receive appropriate guidance in highly specialized rehabilitation areas; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE:

Must have one year of professional experience in rehabilitation counseling.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess certification as a Certified Rehabilitation Counselor (CRC) as administered by the Commission of Rehabilitation Counselor Certification. www.crcrcertification.com Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Interprets and applies federal and state laws, determines eligibility for vocational rehabilitation services. Develops and maintains a planned public relations program with the community. Monitors grants, resolves customer/department disputes. Administers, evaluates and interprets achievement tests, personality inventories, behavior tests, aptitude tests, and interest inventories to assist consumers in determining vocational and/or educational objectives. Conducts rehabilitation counseling and develops comprehensive individualized plans for employment including guidance and counseling, training, technical aids and devices, transportation and other necessary vocational rehabilitation services. Participates in training and orientation of new staff. Works with team of rehabilitation professionals that include doctors, psychologists, physical therapists, occupational therapists, and rehabilitation counselors and insures that consumers adequately prepared for employment. Prepares highly technical correspondence and presentations that directly influence service delivery personnel. Accountable for managing caseload budgets and situations.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed primarily in an office setting. Occasional travel will be required to coordinate services between customers and the agency.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.